

## Setting Up a Student List

A Student List is a static group of students that you can “look out for” over time. Some examples of the type of lookout lists you might create would be:

### GPA range

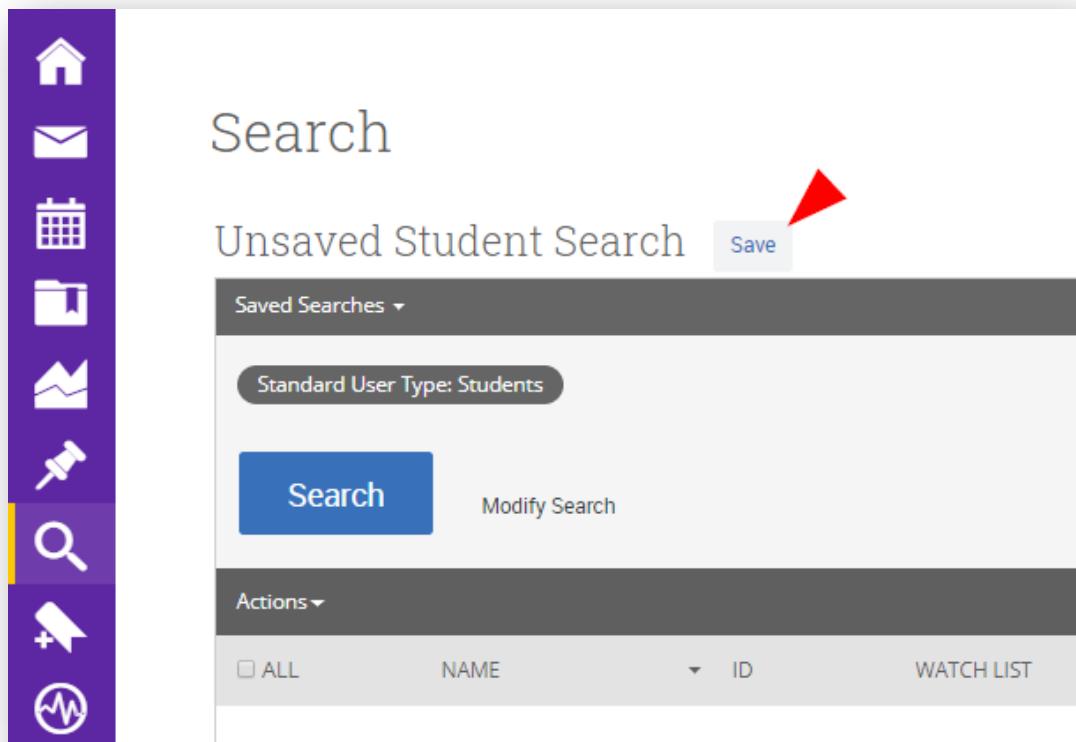
This would allow you to set a GPA range and monitor the students that fall within this range. It could be a way to monitor students who are close to falling out of good academic standing or students who are close to achieving a GPA required for specific fellowships, honors, or other programs.

### Credit benchmarks

You may want to set a Student List for students nearing certain credit benchmarks. For example students nearing the 60 degree mark could be monitored to ensure that they have declared their major and are not in danger of losing TAP.

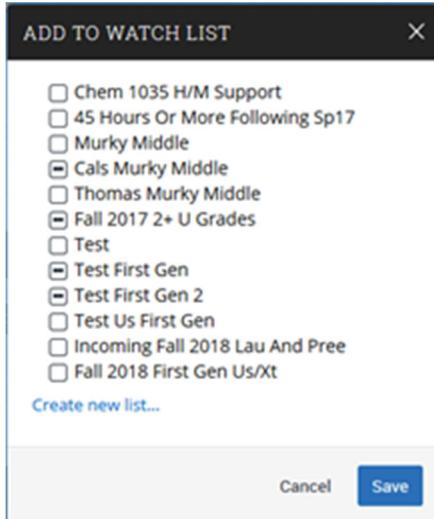
### You can create a Student List in two ways:

1. By running an advanced search in Navigate and then clicking on the “ALL” button to select all students which came back on your search. Then click “Actions” and select “Watch”.



The screenshot shows the 'Search' interface in Hunter Navigate. On the left is a vertical purple sidebar with icons for Home, Mail, Calendar, Folder, Chart, Pin, Search, and a plus sign. The main area has a light gray background. At the top, it says 'Search' and 'Saved Searches'. Below that is a search bar with 'Standard User Type: Students' and a blue 'Search' button. To the right of the search bar is a 'Modify Search' link. Further down is an 'Actions' section with a dropdown menu, an 'ALL' checkbox, a 'NAME' dropdown set to 'ID', and a 'WATCH LIST' button. A red arrow points to the 'Save' button in the top right corner of the main search area.

You will see the dialog box below asking if you want to add these students to a Student List that already exists or create a new list. The list is NOT visible to students. However, you should still be mindful of the label you give the list.



To find your list once you have created it, you will need to go to the Lists and Searches icon in the left menu bar, and Student List should be located at the top of the page.

- Uploading an excel file into a Student List is another way to create one without having to search for parameters that may not be listed in Navigate. To begin this process, go to Lists and Searches page, and in the Student List section, click on “Actions” and “Upload Watch List”, you will then see the below screen.

A screenshot of a web interface for uploading a file to a watch list. At the top, there are four buttons: "Select a Watch List", "Upload", "Choose a Column", and "Complete". Below these is a section titled "Upload File to Watch List" with the sub-instruction "Choose a list to add these students to". A dropdown menu is shown, and next to it is a "Confirm" button.

Select a Watch List      Upload      Choose a Column      Complete

**Upload File to Watch List**

Choose a list to add these students to

  Confirm

In the drop down menu on this screen, you can choose an existing list or new watch list. Depending on the size of the file, it could take a few minutes for the list of students to upload.

## Managing your Student List

Due to the static nature of watch lists you will need to periodically add and remove students based on your criteria.